

CITY OF SEATTLE

RESOLUTION _____

..title

A RESOLUTION supporting a safe and responsive workplace in The City of Seattle's
Legislative Department and providing guidance to update Legislative Department
Policies, including POL-LD-100 on Workplace Expectations.

..body

WHEREAS, the City Council is committed to a legislative workplace environment that is safe,
respectful, and free from unsolicited, unwelcome, and inappropriate comments, conduct
or physical contact; and

WHEREAS, discrimination and harassing behaviors disrupt the workplace, are often unlawful,
create a culture of fear and intimidation that can result in serious physical and
psychological health problems, and detract from the effectiveness of City staff and
officials in conducting the important work we do on behalf of Seattle residents; and

WHEREAS, a City-wide Inter-Departmental Team was created in 2018 to address issues of
harassment and intimidation, and the Team quickly and inclusively and issued
recommendations in July 2018; and

WHEREAS, House Concurrent Resolution 4401, adopting a Code of Conduct for the
Washington State Legislature, was signed into law in February 2019 to address respectful
workplace issues; and

WHEREAS, the City's Legislative Department seeks to be a leader in best practices and
inclusive policy-making for its constituents and its staff; and

WHEREAS, the City Council finds effective policy and procedures, coupled with training on
respectful workplace behavior, will assist in preventing harassment and supporting

1 individuals who are being harassed to come forward to have their concerns addressed
2 quickly, effectively, confidentially, and respectfully; and

3 WHEREAS, Legislative Department Policy POL-LD-100 describes the Legislative
4 Department's general expectations pertaining to workplace behavior; NOW,
5 THEREFORE,

6 **BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SEATTLE THAT:**

7 Section 1. The City Council expects that, as stewards of the public trust, each member of
8 the Legislative Department (including employees and elected and appointed officials) and its
9 contractors will:

- 10 A. Conduct themselves with self-awareness, self-respect, and professionalism;
11 B. Treat all others with respect, dignity, and civility, regardless of status or position; and
12 C. Refrain from engaging in hostile, intimidating, offensive, or unlawful activities or
13 behaviors that may amount to discrimination, harassment, sexual harassment, or bullying¹.

14 Section 2. In interactions with Council constituents, members of the Legislative
15 Department should be treated with respect and should not be subjected to inappropriate or
16 offensive language. The Council is also committed to protecting Legislative Department
17 employees from unlawful harassment by members of the public.

18 Section 3. The City Council creates an internal department working group (hereafter
19 "working group") to review by September 1, 2019, and as needed thereafter, Legislative
20 Department Policy POL-LD-100 – Workplace Expectations, and any related Department Policies
21 with respect to: (a) the conduct and treatment of its employees, temporary workers, volunteers,

¹ The Workplace Bullying Institute defined bullying in its 2014 National Survey as repeated mistreatment; abusive conduct that is: threatening, humiliating, or intimidating, work sabotage, or verbal abuse. Source: <https://www.workplacebullying.org/wbi-research/wbi-2014-us-survey/>

1 and interns, as well as elected officials and members of City-appointed boards, commissions,
2 committees, public development authorities, and review panels and its contractors, (b) definitions
3 of unacceptable behaviors, including guidelines for constituent interactions; and (c) applicable
4 complaint/investigation processes and enforcement mechanisms.

5 A. The working group shall be comprised of the Human Resources/Finance Division
6 director, the Central Staff deputy director, the City Clerk or designee, the Director of
7 Communication or designee, a representative from the Council President's office, and three non-
8 managerial staff from the Legislative Department appointed by the Council President. The City
9 Auditor, Hearing Examiner, and the Deputy Inspector General or their designees shall be invited
10 as optional members of the working group. The City Attorney's Office shall also be invited to
11 participate in the working group, as well as review the updated Department policies.

12 B. The Legislative Department's Race and Social Justice Initiative (RSJI) Change Team
13 shall be invited to review and comment on any proposed changes to the Department Policies
14 prior to transmittal to the working group.

15 C. The working group shall be facilitated by a neutral third party, who shall guide the
16 working group's review of Legislative Department Policy POL-LD-100 – Workplace
17 Expectations and any related Department policies, facilitate discussion of potential policy
18 changes, and facilitate feedback from the RSJI Change Team and the working group on updated
19 draft policies as prepared by the Legislative Department's Human Resources/Finance Division
20 director.

21 Adopted by the City Council the _____ day of _____, 2019,
22 and signed by me in open session in authentication of its adoption this _____ day of
23 _____, 2019.

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President _____ of the City Council

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Filed by me this _____ day of _____, 2019.

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Monica Martinez Simmons, City Clerk

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(Seal)